

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Department for Children and Families		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Administrative Specialist	
3. Division Wichita Region			12. Proposed Class Title	
4. Section Operations	For Use By Personnel Office	13. Allocation		
5. Unit Fiscal Services		14. Effective Date		
6. Location (address where employee works) City: Wichita County: Sedgwick		15. By	Approved	
7. (circle appropriate time) <u>Full time</u> <u>Perm.</u> Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8 AM/PM To: 5 AM/PM		17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This position exists to ensure accurate and prompt payments are made following appropriate laws, rules and regulations. This position functions to as a support to the Fiscal Services unit in the region.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name: Keith Dater

Title: Assistant Regional Director

Position Number:

Who evaluates the work of an incumbent in this position?

Name: Keith Dater

Title: Assistant Regional Director

Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

Considerable latitude is given to this employee to complete work for implementing plans and procedures to administer social services programs. This employee is responsible for formulating and executing policies, methods and procedures necessary for program operation. Instructions include: State and Federal law, rules and regulations; state and local policy directives. Assignments are normally general, broad directives or expectations without detail.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 50%	E	Process accounts payable functions using Statewide Management Accounting and Reporting Tool (SMART). Most tasks are in support of Account I and II. Prepare reports as directed by Director of Operations and Admin Office.
2. 20%	E	Complete Purchase Requisitions and Receipts as needed by the Agency for timely payments. Complete requests for Imprest checks.
3. 20%	E	Complete internal auditing procedures to include verification of P-card transactions and travel and expense reports. Collaborate with Fiscal Services team to make needed adjustments to internal policy and procedure.
4. 10%	E	Other duties assigned.

-
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

This position does not supervise any other employees.

-
23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

-
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Work requires much contact with other employees throughout the agency, outside vendors and some direct client contact. Good customer service skills are required.

-
25. What hazards, risks or discomforts exist on the job or in the work environment?

Risks are those typical of any office environment.

-
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of personal computer and other office equipment, telephone/fax, copier.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

See Classifications Specs

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Bachelors of Business Administration with Accounting Emphasis

BBA with AA in Accounting

Work experience with mainframe accounting system, Excel, Quickbooks, and word processing software

Work experience using state of Kansas computer systems KAECSES, KSCARES, and/or other state programs.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date